Payroll Review Checklist

This step is only required if salary and benefits expenses posted to the Transaction Detail Report.

***Payroll review does not apply to most Section funds*, but there could be payroll incorrectly charged to your Section!**

☐ Run Distribution of Payroll Expense report to review salary, benefits, time, and adjustments with DepID and Project as the criteria for the month and save as an excel sheet.

☐ Review list of employees--names and % effort should be consistent from month to month. Watch for changes to % effort, chartstrings, and employees that drop off or are added.

☐ Verify all new hires and terminations are valid and were processed correctly.

☐ Review the % and Hours for reasonableness.

☐ Review overtime worked is correct.

☐ Review one-time payments are reasonable and correct.

☐ Follow-up on previous month's action items to ensure corrections are completed.